ADIL HUSSAIN

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Work Experience

Head of Finance — Oct 2018 – To date

D' Educationist (Pvt) Ltd.

- Developed and Maintain Financial Module as per the requirement of Business:
- Develop and Maintain Financial Control and Sop's:
- Maintained Foreign Currency Accounts and reported timely to the bank as per Funds disbursed:
- Maintained and compiled regional office accounts and in corporate into Financial Statements,
- Developed Quarterly Financial Statements along with notes:
- Developed yearly budgets, forecasting, departmental budgets, and conduct variance analysis study:
- Maintained all financial records on define SAP system:
- Review and maintain records of Bank Reconciliation:

Accounts / Finance Manager — 5th Jan 2012 – 30th Sep 2018

Sindh Skills Development Project STEVTA (World Bank Project)

- Processed and maintained records of closure of project.
- Developed and reported DA accounts closure to Economics Division and World Bank along with dollar reconciled balance.
- Revolving Fund closing balance refund to World Bank through State Bank of Pakistan by following define Sop's of government.
- Successfully handed over project financial records to concerned department.
- Responsible and successfully conducted 05 years included final and closure External Audit,
- Conducted and submitted Audit Books and Inception Report of Project as per guidelines of WB Project.
- During the tenure:
- Helped the IT and Financial System team in implementing of the oracle system:
- Review of month end closing schedules and reporting to the Project Director / World Bank / P&D Department.
- Daily report preparation for the top management. This include preparation of daily receipts, daily payments, forecast daily and weekly cash flow forecast etc:
- Preparation of the feasibility for the Project Key Objectives i.e capacity building of trainers / teachers:
- Monitor Foreign exchange gain/loss calculation on Revolving Foreign Currency Account:
- Weekly review of the books of accounts and reporting / reconcile with Bank: Quarterly Preparation of B. Rec
- Monthly E-filling of Tax:
- Prepare monthly bank reconciliation in PKR and Dollar:
- Design and ensure the compliance with PC-1 and Finance agreement:
- Dealing with and responding to the auditors queries / World Bank Financial Team in the course of annual audit and quarterly reviews and preparation of requested information, data, schedules, movement etc for the auditors and World Bank team:
- Preparing various control reports and communicating them to project director to help them their project improved way:
- Meeting with donor and Counterpart funding Department (GoS) regarding funds and utilization monthly basis:
- Develop and reporting IUFRs to World Bank / Commercial Bank / P&D department GoS:
- Coordination, supervision and managing the work of all Regional Institutes regarding implementation of Project
- Prepare Annual Budget and forecast of the Project and comparison of monthly expense report
- Develop concept note and TOR for consultancy services required for the Project:
- Develop Procurement Plan of Project regarding Training of Trainers / Procurement / Individual Consultant:
- In coordination with Project Director and DPC (M&E) to develop SOP and TORs for capacity building of Trainers:
- Develop reports on consultant DLI's achievement:
- Develop Monitoring Reports of institutions / Trainers on implementing project DLI's:
- Develop Inception and Study tour reports of project:
- Provides technical assistance and advice to develop, implement, and improve programs related to immunization industry partners
- Create and manage the training programs schedule and keep the field informed of all new developments of project
- Work closely with consultant in providing clear, constructive feedback on a regular basis to training PMU on their individual job performance
- Assists in the development, documentation, and implementation of course development programs/career pathing for selected trades
- Coordinated trainings for STEVTA Colleges and district schools by creating training manuals, PowerPoint presentations, webinars and tutorials to maintain consistent quality of educational programs.

- Executed each account from initial consultation to visa assistance prior to departure under agreement between Dubai Expo 2020 and Sindh Government
- Improved comprehensive tutorial services administered to 400 students participating in the USAID program under Sindh TEVTA by streamlining the application process, scheduling, room assignments, and computerized record keeping.
- Trained 5 region teams of faculty and professional tutors to develop workshops on career counselling on technical education in 05 regions of Sindh
- Developed and taught a professional development curriculum for academic advisors/ counsellors at CBT Programs that included how to maximize student outreach, how to develop an effective academic success course, and how to systematically monitor students' progress for early, successful academic interventions.
- Prepared a strategic initiative to improve student enrolment as well as increase outreach, awareness, and education about opportunity programs and the financial aid process to hundreds of prospective students and families under USAID with Sindh TEVTA.
- Developed Public Private partnerships with industry and other technical education institutions
- Provide TLR/TLM with orientation materials for stores not covered by Education Managers. Execute this Dior Professionalism Curriculum
- To work closely with the Management team to ensure budget is well managed
- Select and manages the performance of resource partners to ensure projects are executed effectively within specifications and budget guidelines
- Develop a professional network of Career Counsellor / Principals and Local Industry
- Responsible for working with World Bank and Economic Division of Affair Pakistan and Development on the implementation of midterm review meeting.
- Help to develop trainers in "CBT Launching" in order to provide more proximate and frequent support for on-counter and public consultation events
- Management of overall training budget – and ensuring that the Education Managers/ Career Counsellors have clarity on their regional budgets
- Any other Task required by the Project Director:

Technical Analyst / International Commodity Officer, ACM Gold Pvt. Ltd. 20th Jan 2011- 31st Dec 2011

Commodities Department

- Conduct technical and fundamental analysis on Gold, Oil and Silver.
- Manage entire business development activity of commodity business.
- Devise trading strategies for retail and corporate clients.
- Working with different Asset Management Companies on trading activities of Commodity Funds.

Technical Analyst / Commodity Desk Officer, Abbasi Securities Limited 13th Oct 2009 – 15th Jan 2011

Commodities Department

- Planned trading Strategy for Mutual Funds.
- Conducted technical analysis on Gold, Oil and Silver
- Managed individual clients trading account.
- Managed discretionary commodity trading accounts.
- Performed business development activities for commodity business

Intern, ZONG CM PAK LTD 4th Jun 2008 – 31st March 2009

Sales / Marketing Department

- Prepared product profitability report and performance analysis of Karachi south zone franchises.
- Prepared newsletter for the cards business for the month of June 2008
- Worked on zero volume merchants and performed a routine task of following up with merchants for queries.
- Prepared call report of business development officers.

Education

KARACHI UNIVERSITY Karachi, Pakistan

EMBA (Finance), Weekend Program June 2021

KARACHI UNIVERSITY — Karachi, Pakistan
M.A (Economics and Finance) — June 2012
Second Division

KARACHI UNIVERSITY — Karachi, Pakistan
B.COM — May 2009
Second Division

HIGHER EDUCATION BOARD — Karachi, Pakistan
F.SC — Jan 2006
B Grade

SECONDARY EDUCATION BOARD — Karachi, Pakistan
Matric — May 2004
B Grade

Major Assignments

- Conducted financial analysis of chemical industry in Pakistan (2010).
- Conducted study on the application of Capital Asset Pricing Model in Pakistan's capital market (2011).
- Conducted study of Financial Economics by applying portfolio theory in real world scenario (2011).

Extra-curricular Activities

- Organize and Attend Workshop on Financial Modelling (2012)
- Organize and Attend Workshop on TEVT sector (2012)
- Organize and Attend Workshop on Monitoring / Leadership Training (2014)
- Organize and Attend Workshop on OCAT (2015)
- Organize and Attend Workshop on DACUM (2015)
- Attend Workshop / Training on closure of projects (2016)
- Attend Workshop on Project Management
- Organize and Attend Workshop on validation and registration of CBT competency packages (2017)
- Organize and Attend Workshop on Training of TLR/TLM development. (2017)
- Attend Workshop / Training on SPRA / World Bank Procurement Rules (2017)
- Organize and Attend workshops on learning goals student motivation and learning activities (2018)
- Participated and Contributed to ongoing staff training sessions. (2018)

Honours & Achievements

- Awarded Employee of the Month certificate in 2011.

Skills and Expertise:

- Proficient in Ms Office
- Managerial and Administrative Experience:
- Costing, budgeting, planning, forecasting and financial modelling:
- Team building & motivation, strong communication & Interpersonal skills, analytical and problem solving ability to meet deadline
- Cultural adjustment
- Promotional materials
- Project management
- Information sessions
- Logistics

References will be furnished upon request